

# CONTINUING EDUCATION REPORT FORM (CERF)

for the Montana Board of Professional Engineers & Professional Land Surveyors

This form can be used to keep record of your Continuing Education

NAME: \_\_\_\_\_ LICENSE NUMBER: \_\_\_\_\_

Description of Activities	PDH Units	PDH EARNED PE PLS	
1. Successful completion of college courses.	1 semester hour = 45 PDH 1 quarter hour = 30 PDH		
2. Successful completion of continuing education courses.	1 Continuing Education Unit (C.E.U) = 10 PDH		
3. Successful completion of correspondence, televised, videotaped, audiotaped, and other short courses/tutorials.	1 contact hour or hour of participation = 1 PDH		
4. Presenting or attending qualifying seminars, in-house courses, workshops, or professional or technical presentations made at meetings, conventions, or conferences.			
5. Teaching or instructing in (1) through (4) above. Teaching credit is valid for teaching a course or seminar for the first time only. ( <u>Teaching credit does not apply to full-time faculty</u> )	Multiply above values for indicated activity by 2		
6. Authoring published papers, articles, monographs or books.	Each paper, article, monograph or book = 10 PDH		
7. Active participation in professional or technical societies. (not just member but active role such as chairman, vice chairman, member of specific committee, etc.)	Each Organization = 2 PDH		
8. Patents	Each Patent = 10 PDH		
9. Self Study	Maximum of 1/3 of Total PDH required allowed		
A minimum of 30 PDH is required. For engineer/surveyor (ES) licensees, a minimum of 10 PDH is required for each profession.		<b>PDH for this renewal period.</b>	
Carry over not to exceed 15 PDH per renewal cycle. It is the licensee's responsibility to keep track of carry over hours. Note: Carry over would be from July 1, 2004 to June 30, 2006 period.		<b>CARRY OVER PDH From previous renewal period.</b>	
<b>TOTAL PDH FOR JULY 1, 2006 TO JUNE 30, 2008</b>		<b>TOTAL PDH</b>	

<b>DATES</b> MM/DD/YR	<b>SPONSORING ORGANIZATIONS</b> Name & Location (City, State)	<b>ACTIVITY</b> Title/Description/Presenter/Location	<b>PDH</b> <b>EARNED</b>

All activities must be relevant to the practice of engineering or land surveying and may include technical, ethical, and managerial content.